STATE OF ARIZONA OUT- OF- STATE TRAVEL APPROVAL REQUEST

In accordance with A.R.S. § 38-626A, approval is requested for the following out-of-	state travel:
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EMPLOYEE NAME	TRAVEL STATUS (DATES & TIMES)					
	Begin		End			

PURPOSE OF TRAVEL AND LOCATION:

	E	STIMATED	COSTS (for Agency approval only)	
	re is encumbered mount: \$	separately the	en show REF Doc Number:	-
2	Comp Object	\$	Comp Object	\$
Air Fare	6611		Out-Of Country Per Diem 6651	
Rental Vehicle	6621		Boards/Commissioners 6661	
Lodging	6631		Other Misc. 6699	
Meal/Incidentals	6641			
subtotal transportation costs		\$	subtotal other costs	s
			ESTIMATED TOTAL COSTS	s

REMINDER: Individual costs equal to or greater than \$1,000.00 must be encumbered.

AGENCY HEAD OR DESIGNEE SIGNATURE AND DATE

WHEN EXCEPTIONS TO POLICY ARE ANTICIPATED, FORWARD THIS APPROVAL FORM WITH AN EXCEPTION MEMO ATTACHED TO THE ADOA STATE COMPTROLLER.

FROM:				
	-			

AGENCY NAME

The Arizona State Travel Policy requires that a formal request for approval be submitted when any of the below listed travel conditions are anticipated: Circle those that apply.

- I. Lodging charges in excess of policy limits
- II. Use of State owned equipment out of country
- III. Use of private vehicle out of country

STATE COMPTROLLER - DEPARTMENT OF ADMINISTRATION